



Theodore Roosevelt Nature & History Association

Employment Announcement

Sales and Information Assistant

Position Type: Seasonal, full-time (3 to 5-month positions starting in April or May)

Number of Vacancies: 6

Location: Theodore Roosevelt National Park, Medora, ND

Sales and Information Assistants are instrumental in creating a welcoming and meaningful experience for visitors to Theodore Roosevelt National Park. This role is responsible for orienting visitors to the park and connecting them with accurate information, educational opportunities, and a quality retail experience. Sales and Information Assistants work as a team alongside National Park Rangers, in a fast-paced environment.

About the Job

Sales and Information Assistants provide park information, area information, sell merchandise, stock shelves, and ensure that the visitor has the best experience possible. In addition to supporting general store operations, you will be responsible for maintaining positive, productive relationships with our National Park partners. If you love being in national parks and believe in working for an organization with a social purpose, this job opportunity is for you!

Responsibilities

- Welcome visitors to Theodore Roosevelt National Park
- Support day-to-day retail store operations.
- Provides excellent visitor and customer service
- Complete sales transactions.
- Assists with store duties such as inventory, receiving, stocking, cleaning, organizing, and merchandising.
- Responsible for clean and effective merchandising of products.
- Become an expert in the educational value of store products and be able to communicate the significance to store visitors.
- Assist with special events, as requested by management.
- Act as an ambassador of TRNHA and the NPS to ensure park visitors have meaningful and memorable experiences.
- Maintain and ensure punctuality and a professional appearance



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Physical Demand

- Standing for long periods of time when working the guest service desk
- Reaching and bending while cleaning and stocking
- Lifting book boxes weighing as much as 40 lbs.; pushing carts of products weighing up to 150 lbs.

Qualifications & Experience

- Money handling experience
- Ability to work independently, with minimum supervision
- Ability to function in a team environment.
- Ability to communicate orally to provide general information to park visitors in an understandable pleasant manner and to handle routine problems.
- Attention to detail and strong organizational skills.
- Applicants must possess a valid U.S. driver's license, and maintain a favorable driving record. They must also have a reliable source of transportation.

Compensation and Schedule

- \$14 to \$16 an hour based on experience
- Shared Housing may be available
- Seasonal Employment is available April/May through August/September (this is flexible for students and will be discussed at the interview could extend into October)
- Employees will work between the hours of 7:30 am and 5:30 pm MT.

How to apply:

Interested applicants should complete an application at www.trnha.org/employment.htm

If you have questions and would like more information on the position please contact Tracy Sexton at tracy_sexton@trnha.org or 701-623-4884